

STATINTL

18 June 1965

STATINTL

7/15

From : Chief, Records Administration Staff

Subject: Annual Report of Records Holdings

1. Your report of records holdings and records destruction for FY 65 may be recorded below and returned to my office by 13 August. In addition, any specific problems or comments about your program would be appreciated.
2. Your continued cooperation in furnishing this data enables us to evaluate the progress of the Records Management Program in the Agency and to explore areas where problems may exist or where improvements may be desirable.
3. Please call if you have any difficulty in meeting this deadline.

STATINTL

42 cu. ft. of records on hand 1 July 1964
47 cu. ft. of records on hand 30 June 1965
12 cu. ft. destroyed in the offices during FY 65

STATINTL

STATINTL

Area Records Officer/Component
25 YEAR RE-REVIEW

We're in the process of filing our brochure file, which will greatly reduce our record filing problems. With the reorganization of DO to DCS, my ARO activities will be passed to [redacted]. I'll miss the association - but will try to stay in touch. Good luck.

STATINTL

STAT